

# MASTER OF SCIENCE IN NURSING (MSN) ACADEMIC POLICIES

## Marcella Niehoff School of Nursing (MNSON) Mission and Values

### Mission Statement

The mission of the MNSON is to advance the science of nursing and provide a transformative education in the Jesuit Catholic tradition that prepares compassionate, innovative, diverse nurse leaders who provide care for the whole person and partner locally and globally to promote social justice and health for all.

### Vision Statement

The Marcella Niehoff School of Nursing is to be a preeminent leader in transforming the health of persons, families, communities and populations, while promoting social justice, health equity and quality care for all.

### Values

The Marcella Niehoff School of Nursing (MNSON) at Loyola University Chicago is committed to the five “hallmark characteristics of a Jesuit education.” These characteristics provide the foundation for our core values. The MNSON core values challenge administrators, faculty, students, communities, and partners to think differently. Graduating professionals who are technically proficient is necessary, but not sufficient. Our graduates will shape the future of health and health care. To prepare them, we implement the following values:

- “Commitment to Excellence: Applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers.”
- “Faith in God and the religious tradition: Promoting well-formed and strongly held beliefs in one’s faith tradition to deepen others’ relationship with God.”
- “Service that promotes justice: Using learning and leadership in openhanded and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others.”
- “Values-based leadership: Ensuring a consistent focus on personal integrity, ethical behavior in business and in all professions, and the appropriate balance between justice and fairness.”
- “Global Awareness: Demonstrating an understanding that the world’s people and societies are interrelated and interdependent.”

### Accreditation

The baccalaureate degree program in nursing, master’s degree program in nursing, Doctor of Nursing Practice program, and the post-graduate APRN certificate program at Loyola University Chicago are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

### Inclusive Excellence Statement

Working toward inclusive excellence includes building intrapersonal and interpersonal awareness, engaging in curriculum transformation, teaching with an inclusive pedagogy, and building inclusive learning environments. We recognize that our community is strengthened by the diversity of our students, faculty, and staff along the social dimensions

of race, color, religion, biological sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law. We are especially committed to helping our nation create a culture of health, promote health equity to reduce health disparities, and improve the health and wellbeing of all, especially for those who experience the health system disparately due to systemic oppressions.

### MNSON Chosen Name and Pronoun Statement

Class rosters and university data systems are provided to instructors with only students’ legal names presented. Knowing that not all students use their legal names or identify with a gender that aligns with their sex assigned at birth, faculty members will use the name and personal pronouns you use. If you choose, you may email the faculty member directly to share your information. Additionally, if these change at any point during the semester, please let the faculty member know. For more information on how to change your name in LOCUS, please visit the Preferred Name Policy.

## Overview and History of the School of Nursing

The Marcella Niehoff School of Nursing (MNSON) of Loyola University Chicago was founded in 1935 and is the oldest baccalaureate nursing program in Illinois. Since the establishment of the MNSON, more than 7000 nursing degrees have been awarded. The original focus was education of public health nurses to assume leadership roles in meeting the health needs of Chicago residents. The MNSON was the first division of the University to have women attend classes at the Lake Shore Campus (LSC). The four-year Baccalaureate of Science in Nursing (BSN) program continues to attract students for their initial university experience, while the Accelerated BSN (ABSBN) program, instituted in 1992, offers a fast-track to professional nursing for those already possessing a baccalaureate degree. In 1964, a Master of Science in Nursing (MSN) program was initiated to prepare expert clinicians. Currently the MSN program provides graduate education in Nursing & Healthcare Administration. Beginning in the Fall 2009 semester, the first Doctor of Nursing Practice (DNP) degree program was initiated. At present, there are 12 DNP programs comprised of eight Nurse Practitioner tracks, three Clinical Nurse Specialist (CNS) tracks, and one Systems Leadership track. The PhD in Nursing program was initiated in 1988 to meet the need for nurse scholars, teachers, and leaders.

## Overview of the MSN Program

### MSN Track

Students in the MSN program are prepared for leadership roles in Nursing and Healthcare Administration. The MSN program is a minimum of 39 semester hours. Courses are organized into the following levels: 1) Graduate Core, 2) Nursing and Healthcare Courses, and 3) Practicum Courses.

### Electives

At present, the MSN program plans do not include elective courses.

### Program Goal

The goal of the Master of Science in Nursing (MSN) program is to prepare nurses at the master’s level who use advanced knowledge and skills to assume a leadership role in interprofessional healthcare delivery to

improve health outcomes at the system, population, or individual patient levels.

## Program Outcomes

At the completion of the MSN program, the graduate has the knowledge and skills to:

- Integrate scientific findings from nursing, healthcare, and biopsychosocial fields; public health sciences; and the Jesuit Catholic tradition for the continual improvement of nursing and healthcare across diverse settings.
- Function as a leader emphasizing ethical and critical decision-making, effective working relationships, and application of organizational sciences in a systems perspective, to promote safe and high-quality patient-centered care.
- Use translational science to integrate evidence into practice.
- Critically appraise healthcare technologies and information systems and incorporate data to promote optimal communication and healthcare delivery at the system and patient-care levels.
- Understand and appreciate the importance of health policies on health status and employ advocacy strategies to positively influence health care at the population level.
- As a leader or member of an interprofessional team, effectively communicate, collaborate, and consult with other health professionals to improve patient and population health outcomes.
- Working collaboratively with patients, families, and communities, utilize culturally sensitive evidence-based strategies for health promotion and disease prevention locally, nationally, and globally.
- Use expanded knowledge and change-agent skills for professional growth and the provision of indirect and direct care that enhances outcomes for individuals, populations, and systems

## Professional Nursing Standards and Guidelines

- The Essentials of Master's Education in Nursing (AACN, 2021).
- The American Organization for Nurse Leaders (AONL, 2021).

## Academic Advising and Program Planning

Upon admission, all students are assigned to the MSN Program Director with whom they are to consult for the duration of the program. The Program Director also serves as the MSN Academic Advisor. The student confers with their Program Director to create a program plan in the LOCUS Planner.

## Course Sequencing

The student confers with their Program Director to create a program plan, using the LOCUS Planner, for completion of required course work. Sequencing requires that some courses be taken in a specific order. Any deviation from the course sequences listed below must be negotiated with the Program Director. Unapproved deviations may result in delayed program completion.

## Role of the MSN Program Director

- The primary responsibility of the Program Director is to provide direct oversight of the educational components included in the student's completion of the MSN program.
- Following admission to the program, a program plan is created for each student, using the LOCUS Planner. Program plan changes are

made by the Program Director. Students are not permitted to make program plan changes without the Program Director's approval.

- The Program Director monitors the academic progress of the student through the program and is available to the student for guidance as needed.
- The Program Director assists the student who encounters problems that interfere with successful progression in the academic program and makes appropriate decisions that will facilitate academic progression. This may include recommending a leave of absence (LOA), reducing course load, etc.
- The Program Director determines the student's progression in the program and course sequencing.

## Role of the MSN Student

- The student is responsible for contacting their Program Director to make any needed changes in her/his/their program of study.
- The student is responsible for notifying the Program Director when they:
  - Requests and then completes a grade of Incomplete.
  - Needs to change the program plan of study.
  - Needs to withdraw from or add a course in the current semester.
  - Needs to request a leave of absence (LOA).
- The student is responsible for identifying an appropriate faculty member to serve as Comprehensive Exam Faculty Director, and to collaborate with this Director during all phases of the Comprehensive Exam process.
- The student holds responsibility for knowing all policies in this student handbook.

## Academic Grievance Procedure

The Marcella Niehoff School of Nursing (the "MNSON") has developed an Academic Grievance and Appeals Process that is consistent with the Loyola University Chicago (the "University") Academic Grievance Procedure (<https://catalog.luc.edu/academic-standards-regulations/>) and the University's Graduate School Academic Grievance Procedure (<https://catalog.luc.edu/academic-standards-regulations/graduate-professional/graduate-school/>). This process is meant to supplement, and may not supersede, any portion of the University or Graduate School Academic Grievance Procedures.

The MNSON Academic Grievance and Appeals Process provides specific direction for the academic grievance hearing and for appeals and is designed to achieve clarity, uniformity, and fairness in the handling of all academic disputes involving individual student complaints regarding course grades and accusations of academic dishonesty. Any MNSON student may initiate the formal academic grievance procedure in order to have a complaint or appeal regarding a course grade or charge of academic dishonesty reviewed in an impartial and thorough manner. Students enrolled in degree programs housed in the Graduate School may also invoke the procedures under the MNSON Academic Grievance and Appeals Process to address disputes relating to dismissal from a program. In accordance with best educational practices and University policy, this process must be based on relevant information and afford both parties (student and involved faculty member(s)) an equal voice in the proceedings.

Consistent with the University Academic Grievance Procedure, a disputed grade will be changed only if the grading meets one or more of the following criteria:

1. Is found to be in significant violation of clearly established written school policies; or
2. Is a result of improper procedures; or
3. Is found to be capricious. Capricious grading is the assignment of a grade to a student which is:
  - a. Based partially or entirely on criteria other than the student's performance in the course; or
  - b. Based on standards different from those standards of grading applied to other students registered in the same course; or
  - c. Based on a substantial departure from the announced grading standards for the course.

### Pre-Hearing and Hearing Procedures within the MNSON

1. In all cases, a sincere attempt should be made by the student to resolve the problem through discussion with the involved faculty member(s). The student first discusses the grade or charge of academic dishonesty with the involved faculty member(s) of the course. Every attempt is made by the involved faculty member(s) to answer fully the student's concerns at this level. If the involved faculty member(s) decides that a change-of-grade is appropriate (e.g., due to error by the involved faculty member(s)), the involved faculty member(s) will submit a grade-change request via the student information system. The grade change will be reviewed by the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program.
2. If the attempt(s) to resolve the dispute (described in #1 above) fails, the student may submit a written request for an academic grievance hearing to the student's Program Director. If the student's Program Director is also the instructor, the written request would go directly to the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program. This request must be submitted within 1 month after the beginning of the following semester. The student's written request must:
  - a. Specify the nature of the dispute; and
  - b. Identify how the issue falls within the established criteria for an academic grievance (e.g., the grading was in significant violation of clearly established written school policies); and
  - c. Describe the attempts made to resolve the matter; and
  - d. Attach all relevant information or documentation to support the grievance.
3. If a student has been accused of plagiarism or dishonest examination behavior, and the student denies the charge, the student may request an academic hearing review. The Dean will then constitute a hearing committee composed of a Chairperson and four faculty members ("Hearing Committee") to review the evidence of academic dishonesty and to consider the imposition of additional sanctions beyond failure in the course. This process is delineated in #6 below.
4. For instances of grade disputes, and upon receipt of the written request, the Program Director will ensure completeness of the above requirements (#2 a-d) and forward the request to the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program. Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program may decline to forward the case for a hearing if the dispute is not an academic dispute subject to the MNSON's Academic Grievance Process, or the written request fails to allege any of the necessary criteria for a disputed grade to be changed. In such instances, the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program must justify, in writing, the reason

for this decision and communicate the decision to the student, involved faculty member(s), the Program Director and Dean.

5. If the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program determines that the academic grievance is sufficient to proceed with a hearing, the Dean shall be notified. Within two weeks of the notification to the Dean, the Dean shall appoint a Chairperson and four faculty members to a Hearing Committee. Every effort shall be made to appoint faculty to the Hearing Committee who are not familiar with the student. It is recommended that the Hearing Committee members be familiar with the course outcomes and expectations that are the subject of the grievance.
6. All parties, including the student, involved faculty member(s), and Hearing Committee members, will receive the student's name, written request for a grievance hearing, information identifying the charge of academic dishonesty and related information submitted by the student in #2 a-d above, and information related to the hearing date/time/location, at least three business days in advance of the scheduled hearing date. Both the student and involved faculty member(s) will be advised of their right to request assistance in presenting the case at the hearing by any member of the University community other than an attorney. No individual from outside the University may attend the hearing, including any legal representative for the parties involved in the dispute. The student and the involved faculty member(s) will be notified of their right to present witnesses at the hearing. If this notice is not provided at least 3 days prior to the hearing, or a party is unavailable to attend, the hearing will be re-scheduled.
7. Pre-Hearing Preparation:
  - a. Responsibilities of the student: At least three business days prior to the hearing, the student shall provide the Hearing Committee Chairperson with:
    - i. The documentation identified in #2 a-d above
    - ii. The names of any witnesses the student wishes to present and the name of any representative of the University community who will assist the student in presenting his/her case at the hearing.
  - b. Responsibilities of the faculty member(s): At least three business days prior to the hearing, the involved faculty member(s) shall provide the Hearing Committee Chairperson with:
    - i. A copy of the course syllabus to include course outcomes, if the hearing is focused on a grade dispute.
    - ii. Documentation and relevant information pertaining to the student's performance in the course or clinical learning experience or related to the allegation of the student's academic dishonesty.
    - iii. The names of any witnesses the involved faculty member(s) wishes to present and the name of any representative of the University community who will assist the involved faculty member(s) in presenting his/her case at the hearing.
  - c. Responsibilities of the Hearing Committee: The Hearing Committee Chairperson may request additional materials from the student and involved faculty member(s) at any time during the hearing process.
8. The hearing will include: the student, involved faculty member(s), and designated representatives of the University community who will assist in presenting an individual's case. Witnesses are typically excused from the hearing, except when their statements are needed. The hearing will be private and all persons present at the hearing will consider all information presented to be confidential. Individuals

appearing before the Hearing Committee have the responsibility of presenting truthful information. The Hearing Committee, in reaching its decision, will evaluate the credibility of the parties and any witnesses. The student and involved faculty member(s) may make an opening statement. Presentation of evidence will only be made during the hearing. During the hearing, the Hearing Committee members may address questions to any party or witness. Both the involved faculty member(s) and the student may present materials described in item #6 above (or as included with the student's request for grievance hearing) before the Hearing Committee and in the presence of the other party. The conduct of the hearing is informal, and the Hearing Committee is not bound by rules of evidence or court procedures. Matters of procedure will be decided by the Chairperson of the Hearing Committee.

9. Within three business days of the hearing, the Hearing Committee will render a decision.
10. Within two weeks of the Hearing, the Chairperson of the Hearing Committee will communicate a summary of the Hearing Committee's findings and decision, in writing, to the student, faculty member(s) involved, Program Director, and Dean. E-mail is permitted.
11. In cases of a grade dispute, if the Hearing Committee renders a decision in support of the student's petition, the faculty member submits a grade-change request consistent with the Hearing Committee's findings. If the Hearing Committee finds that the student's petition is without merit, the grade shall remain unchanged.
12. If a student is grieving a grade associated with a clinical experience, and the Hearing Committee determines that the faculty grading was in significant violation of clearly established written school policies, or the result of improper procedures, or was capricious, the Hearing Committee will communicate the decision to the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the Undergraduate BSN Program. Notwithstanding this decision, the Hearing Committee and/or the Assistant Dean may require an independent re-evaluation of the student's performance (knowledge, skills, or behavior).
13. If it is judged by the Hearing Committee or the Assistant Dean that an independent reevaluation of the student's performance is warranted, the Assistant Dean will communicate the need for the evaluation to the Program Director, who will arrange for an independent reevaluation of the student that may involve a clinical, lab, or simulation session by a faculty member not known to the student. This independent reevaluation summary will be forwarded to the Hearing Committee and the Assistant Dean for a final determination of the course grade.

## Appeals Process

The procedure for an appeal of a Hearing Committee decision varies depending on whether the student is enrolled in a program in the MNSON or if the student is enrolled in a degree program housed in the Graduate School.

1. Students enrolled in a program in the MNSON have a right to appeal in writing to the Dean within 30 days of notice of the Hearing Committee's decision. The decision of the Dean is final (except in cases of expulsion, in which case the sanction may be imposed only by the Senior Academic Officer upon recommendation of the Dean).
2. Students in the MNSON enrolled in degree programs housed in the Graduate School may appeal the MNSON's Hearing Committee decision by requesting a Graduate School hearing in accordance with the Graduate School's Academic Grievance Procedure (<https://catalog.luc.edu/academic-standards-regulations/graduate->

[professional/graduate-school/](https://catalog.luc.edu/academic-standards-regulations/graduate-)). The request must be made to the Graduate School Dean within 30 days of the decision by the Hearing Committee and must specify the nature of the grievance and prior attempts to resolve the matter. A party may appeal the decision of the Graduate School hearing board to the Graduate School Dean in writing within 30 days of notification of the Graduate School hearing board's decision and must include an explanation of the basis for the appeal. The Graduate School Dean's decision is final in all cases (including dismissal from a Graduate School program), except those involving possible expulsion from the University, which may be imposed only by the Senior Academic Officer.

## Access to Records/Federal Educational Rights and Privacy Act of 1974, as amended (FERPA)

In accord with the FERPA, students are allowed access to their records, files, and other data directly related to them. To obtain access, a written request must be submitted to the Assistant Dean of Graduate Clinical Programs. Please allow a two-week interval after submission of the initial request for access to records. Records and files may not be removed from the Marcella Niehoff School of Nursing.

## Accessibility

Loyola University Chicago provides reasonable accommodations for students with disabilities. Any student requesting accommodations related to a disability or other condition is required to register with the Student Accessibility Center (SAC). Professors will receive an accommodation notification from SAC, preferably within the first two weeks of class. Students are encouraged to meet with their professor individually in order to discuss their accommodations. All information will remain confidential. Please note that in this class, software may be used to audio record class lectures in order to provide equitable access to students with disabilities. Students approved for this accommodation use recordings for their personal study only and recordings may not be shared with other people or used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Recordings are deleted at the end of the semester. For more information about registering with SAC or questions about accommodations, please contact SAC at 773-508-3700 or email ([SAC@luc.edu](mailto:SAC@luc.edu)).

## Clinical Experiences Information Clinical Affiliation Agreements

An executed Clinical Affiliation agreement between Loyola University Chicago and the clinical agency is a requirement of every student's clinical practicum placement. In consultation with their Program Director, students may seek a clinical preceptor who is employed by a site not currently affiliated with Loyola University Chicago. In these cases, students complete the form titled "Information Worksheet for New Clinical Preceptors and Sites" which can be found in the Sakai site "Information for MSN and Certificate Students". Because this process can take a considerable amount of time, students must submit this completed form to their respective Program Director at least 6 months prior to the clinical rotation.

New preceptor referrals are welcomed and coordinated through the School of Nursing Graduate Clinical Team ([SONGradClinical@luc.edu](mailto:SONGradClinical@luc.edu)). Please do note that adequate time is needed to secure necessary paperwork for new sites and preceptors. Students

must be prepared to balance personal and academic responsibilities and engage fully in all aspects of the program, even when they are unfamiliar or inconvenient. This includes honoring the time and schedules of clinical preceptors, whose mentorship is essential to your professional development. Logging of clinical hours needs to occur in a timely manner and is recommended to occur weekly per student. Completion of required hours and required data fields will need to reflect the required hours to receive a passing grade for clinical content.

## Dress Code and IDs

Recognizing that graduate students in our program serve as role models to staff nurses, undergraduate students, and represent the School of Nursing and the University, professional clothing and behavior is expected at all times. Professional dress regulations vary in specific clinical agencies; however, denim jeans, shorts, off the shoulder apparel, or short skirts or dresses in clinical sites are unacceptable. Body piercing other than a single earring in each ear must be removed while at the clinical agency. Students arriving at a clinical site in inappropriate clothing may be asked to leave the site.

A Loyola University Health Sciences Campus (HSC) ID badge is required for all students seeking access to the Health Sciences Campus. This can be obtained from the Parking Office, located on the first floor of the Mulcahy Building. Students interested in using the facilities at the LUC Lake Shore and/or Water Tower campuses may want to obtain a LUC ID. The LUC ID is a different card and ID number than the HDS ID. Students can obtain this ID from the Campus Card office (<http://www.luc.edu/campuscard/>).

## Uniform Guidelines

Recognizing that graduate students in our program serve as role models to staff nurses, undergraduate students, and represent the School of Nursing and the University, professional clothing and behavior is expected at all times. Uniform guidelines for clinical experiences are as follows:

- Loyola student ID and Agency-Required ID, if applicable
- White lab coat with MNSON insignia patch on the upper left arm sleeve
- Shoes should be clean, well-polished, in good repair, and dedicated to work setting Health/State Requirements for Practicum Courses

Loyola University Chicago and MNSON are committed to fostering a safe learning environment and protecting the health and well-being of students and patients. All MSN students are required to submit documentation of health and additional requirements PRIOR to being assigned a clinical placement. These requirements are based on the Centers for Disease Control and Prevention (CDC) recommendations for healthcare providers and the health agencies' policies as well as part of the individual Clinical Affiliation Agreements between Loyola University and our clinical facilities.

CastleBranch® is the platform used to track and manage immunizations and other clinical requirements. Detailed instructions are provided through an orientation program scheduled before clinical practicum coursework is started.

Documentation may need to be updated and additional information may be necessary depending on clinical placement.

Students are also required to submit documentation of the required State of Illinois immunizations (<https://www.luc.edu/wellness/medical/immunizations/>).

All MNSON students are required to obtain an annual flu immunization. Documentation of this immunization must be uploaded to the Loyola Health App by the specified deadline each year. Please note that, for students in clinical experiences, the deadline for obtaining and submitting documentation of the flu immunization is earlier than the university deadline.

## Clinical Requirements <sup>1</sup>

The Clinical Affiliation Agreement between the MNSON and our clinical facilities requires the following documentation of all students; forms and further information are available in Clinical Requirements link on the left side of the Sakai site "Information for MSN and Certificate Students."

- COVID vaccinations (shared clinical decision-making)
- Measles, Mumps & Rubella (MMR)
- Varicella (Chicken Pox)
- Hepatitis B
- TB Screening
- Tetanus, Diphtheria & Pertussis (Tdap)
- CPR Certification
- Physical Examination
- Health Insurance
- Influenza
- Professional License
- HIPPA Certification
- OSHA Certification
- Criminal Background Check<sup>2</sup>
- Urine Drug Screen
- Professional CV
- Release of Information Form

<sup>1</sup> Health and safety requirements are subject to change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

<sup>2</sup> While not required for admission, you'll also need to complete a criminal background check before you can begin your clinical practicums. Please be aware the results of your background check may impact our ability to place you in a clinical/practicum setting.

## Professional and Safe Behavior in the Practicum Setting

Students are expected to maintain professional behavior at all times while participating in MNSON programs and practicum. Consistent with the mission of the MNSON mission, respect for clients, faculty, staff, and student colleagues is expected. Graduate students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty, preceptors and clients at all times. Unethical or unprofessional behavior may result in disciplinary action to the student, ranging from verbal or written warning, to withdrawal from the clinical setting, or to dismissal from the program

## Communication within the Program

All faculty and staff email communication with students is conducted via the Loyola University Chicago email account; students are responsible for consistently checking email throughout the program. To re-route Loyola

email, students set a preferred email address using the LUC Password Self-Service tool.

## Course and Comprehensive Examinations

### Course Examinations

It is expected that students will take course examinations at the scheduled time. The student should not enroll in a course if conflicts with the course schedule and/or examinations are anticipated.

Absence from scheduled examinations is not excused except in cases of a serious emergency; in those cases, the student should contact the faculty member for possible options. Students are expected to be available through the final exam week of the semester if a final examination is included in a course.

### Comprehensive Examination

Students must successfully complete the Comprehensive Examination to fulfill MSN degree requirements. The comprehensive exam consists of two components: submission of a publishable paper and an oral presentation (see Appendix section). A student may only repeat the Comprehensive Examination once.

#### Comprehensive Examination Guidelines

All students must successfully complete the Comprehensive Examination in order to fulfill MSN degree requirements.

The comprehensive exam is made-up of two parts:

1. Submission of a paper that is of publishable quality.
  - a. An acceptable scholarly paper of publishable quality is required of all MSN students. Publishable is the key word; the paper does not need to be published for the student to pass the comprehensive examination. This paper will demonstrate the student's nurse leader, theory, and academic expertise.
2. Oral presentation of the paper.
  - a. Once the student has passed the written part of the comprehensive exam, an oral presentation is required. This presentation takes place at the Day of Scholarship on the Loyola University Chicago Health Sciences Campus in Maywood IL. All students must participate in the full Day of Scholarship activities, including the student presentations and the Recognition Ceremony.

\*\* Successful completion of both the written and the oral comprehensive exam is required before the MSN degree is conferred.

\*\* If the student has completed all course work and is completing the Comprehensive Exam during a semester when they have no further courses to take, the student must register for the course GNUR 605 for no credit in order to maintain graduate status. A fee is assessed for enrollment in GNUR 605.

\*\* At least 80 percent of coursework must be completed in order for the student to participate in the Comprehensive Exam. Any outstanding incomplete (I) grade must be removed before the final submission of the Comprehensive Exam paper.

#### Comprehensive Exam Procedure

- Choosing a Paper Topic.
  - The student is encouraged to select a topic that is of interest to her/him and would add to the body of nursing knowledge.
- Choosing a Comprehensive Examination Faculty Director.

- The Comprehensive Examination includes a two-semester process, the details of which are outlined in the "Information for MSN and Certificate Students" Sakai site. Each student must select a Comprehensive Examination Faculty Director who will work with them in the development of the paper. Students are encouraged to select a Comprehensive Examination Faculty Director who has knowledge and expertise on the topic that the student has chosen. The Comprehensive Examination Faculty Director serves in an advisory role and evaluates the final copy of the Comprehensive Examination paper as pass/fail.
- School of Nursing faculty members serve as Comprehensive Exam Faculty Director to a limited number of students per academic year. Therefore, students are encouraged to contact their desired Comprehensive Examination Faculty Director early.
- Comprehensive Examination Faculty Directors are full-time faculty members in the School of Nursing. In unique situations, a student can negotiate with a part-time faculty member to serve as Comprehensive Examination Faculty Co-Director. Part-time faculty Co-Directors must meet the following criteria: 1) have demonstrated expertise related to the Comprehensive Examination topic; 2) teach on a regular basis in the MSN program, 3) be approved by the Master's and Doctoral Program Committee, and 4) be assigned a full-time faculty member to oversee the Comprehensive Examination process and product. In the case of Comprehensive Examination Co-Directors, both the full and part-time faculty member signatures must appear on the Comprehensive Examination Faculty Director Agreement Form.
- Filing the Proposal.
  - Upon receiving approval for the topic of the paper from the chosen Comprehensive Examination Faculty Director, students are required to complete and submit the "Proposal for Comprehensive Exam" form, which must be signed by the Comprehensive Examination Faculty Director by the due date and time posted in Sakai. This signed submission in Sakai becomes the timed record documenting submission for the Faculty Director.
- Query Letter.
  - With the assistance of the Comprehensive Examination Faculty Director, the student is to choose a journal and submit a query letter to the editor prior to preparing the manuscript. According to the selected journal, this query letter can be sent electronically, as an email attachment, or in hard copy.
- Deadlines.
  - All deadlines for comprehensive exam submissions are posted in Sakai under the "Information for MSN and Certificate Student" Sakai site. The student should discuss deadlines with the Comprehensive Examination Faculty Director and plan a schedule for submission of the required materials.
  - Students submit two copies of their paper: an initial copy and a final copy. The initial copy of the paper and the final copy must be received by the Comprehensive Examination Faculty Director by the posted deadlines or the paper will not be reviewed.
- Initial Copy.
  - Each student is assigned to a Comps Sakai site with their Comps Faculty Advisor and Program Director, which can be seen in the Sakai menu. Using this site, students submit all required Comprehensive Exam documents, including the following: the first initial paper using TurnItIn; the final copy of the paper; the Day of Scholarship form, and the Manuscript Query Letter.

- The initial copy of the Comprehensive Exam must be submitted by the deadline posted in Sakai. The initial copy should be very close to being a completed paper. If the student submits an incomplete initial copy, the Comprehensive Examination Faculty Director will return the paper for further work without a review.
- Final Paper
  - Students use the feedback received from the initial copy to complete their final paper. The final paper is submitted through the Comps Sakai site by the posted deadline. No exceptions or deadline extensions will be made. Failure to meet this deadline results in a delay of program completion and graduation.
  - Along with the final paper the following must also be submitted via the Comps Sakai site: the query letter that was sent to the editor and the 'Day of Scholarship' form located in Sakai.
- Student/Faculty Authorship.
  - The student will always be the first author and the solo author prior to graduation. After graduation, should the graduate choose to continue to pursue publishing with the assistance and participation of the Comprehensive Examination Faculty Director, authorship responsibilities must be negotiated and consistent with the authorship guidelines of the journal.
- Grades for the Comprehensive Exam Paper.
  - Comprehensive exams will be graded by the Comprehensive Examination Faculty Director as follows:
    - Pass: The student has met requirements for the Comprehensive Examination paper.
    - Fail: In cases where the Comprehensive Examination Faculty Director evaluates the paper as not passing, two other faculty members will independently evaluate the paper. The three evaluators will then determine a consensus regarding the outcome of the Comprehensive Examination. The Comprehensive Examination Faculty Director also has the option of bringing the paper to the Master's and Doctoral Program Committee (MDC) for evaluation. The student may attempt to pass the comprehensive exam two times.

### Paper Guidelines

- The scholarly paper should demonstrate the knowledge synthesized from the entirety of the MSN program. The topic must reflect advanced practice nursing knowledge using literature reviews and research critiques as a basis.
- The format of the paper will follow the journal guidelines to which the paper will be submitted.
- General guidelines for paper format:
  - Title.
  - Abstract.
  - Introduction.
  - Topic/Issue.
    - Thorough review of current literature.
    - Thorough synthesis of recent research.
    - Citations should be not more than five years old except for the seminal works.
  - Discussion.
    - Professional issues involved.
    - Strategies to address the issues.
  - Summary/Conclusion.

\*\*These guidelines may be modified with consent of the Faculty Director, according to the format of the journal selected or the particular topic being addressed.

\*\*Page limit should be approximately 15 to 25 pages, not including appendices, references, and title page. Although many journals may limit the submission to 12 to 15 pages, this may not be sufficient to meet the requirements for passing the comprehensive exam.

### Evaluation Using the Following Criteria

- Form.
  - Format - margins, spacing, abbreviations, pagination, footnotes, quotations, and other details should be consistent with APA (latest edition) or the format of the journal to which the student chooses to submit. References are appropriate and written correctly.
  - Grammar - appropriate professional terminology, complete sentence structure, congruent verb tenses, proper punctuation, correct spelling, and clarity.
  - Idea Development - the degree of discussion devoted to the specific sections of the paper is appropriate (i.e., introduction, topic/issue, discussion, conclusion.).
  - Organization - the paper is organized so that it flows logically from the introduction to the summary. Headings and subheadings are included throughout the paper; the internal organization of the paper must be consistent with sections as listed.
  - Appearance - double spaced, typed, and neat.
- Resources.
  - Journal Articles - students may be asked to provide a copy of each journal article cited in the paper. These copies will not be returned to the student.
  - Diversity of Resources - a variety of pertinent nursing, psychiatric, allied health, and other literature must be included. Personal interviews must be noted as to the qualifications of the person(s) interviewed and must be appropriate and experts on the topics. Interviewees and/or references must be recognized by faculty as acceptable.
  - Internet References - Internet references should be kept to a minimum within the paper and come from a scholarly, peer-reviewed, reputable cite (i.e., CDC, NIH, etc.). Personal web pages and product cites (i.e., Lilly, Cook Care, etc.) are not allowed.
  - Current - no literature over five years old is used unless it is a "classic," i.e., original work upon which other concepts, theories, etc. are based (i.e., Selye's Stress of Life).
  - Adequacy - a minimum of 20 references are recommended for the comprehensive exam.
- Content.
  - Title - clear, concise, and descriptive; clearly delineates the intent of the paper.
  - Abstract - specific, representative of the manuscript, and in the correct format.
  - Introduction - defines specific topic precisely enough to allow in-depth coverage, explains rationale for selecting the topic (including its applicability to advanced practice), and delineates subject areas to be discussed in the paper.
  - Topic/Issue.
    - Citations should be less than five years old, except when citing classics or historical information. Objectively provides precise information pertinent to subject area under discussion. Literary review provides background information

necessary to understand the problem under discussion. Review includes enough data and discusses a full and sufficient variety of view-points to validate the conclusion. Nursing and related literature must be included and are current and timely. Tables and figures compliment the text.

- Inclusion and discussion of relevant research as it pertains to the topic. The student is expected to place an emphasis on articles that report on evidence- based practice. The synthesis and interpretation of research is accurate.
- Discussion.
  - Presents a clear, concise analysis of the problem as it relates to advanced practice by synthesizing clinical experiences, personal experiences, didactic content, etc.
  - Demonstrates knowledge and understanding of the topic under discussion by realistically identifying implications for action related to client, self, nursing, and other professionals. Identifies strategies for change, professional issues involved, and strategies to address the issues.
- Summary/Conclusion - presents a concise and accurate condensation of relevant elements from both resource data and discussion segments of the paper. Itemized major suggestion, changes, and recommendations from the rationale for the paper and as inferred by the body of the paper.
- Originality.
  - The information is fresh, new, timely, and useful to the reader. The student presents the material in a creative and useful manner.

### Criteria for the Comprehensive Exam Oral Presentation

- Overall Guidelines. Students are required to attend the Recognition Ceremony, which immediately follows the oral presentations.
  - The presentation must be done using PowerPoint.
    - The student is required to review the PowerPoint presentation with the Faculty Director prior to the oral presentation.
    - The student must bring her/his/their presentation on a USB flash drive that will be loaded into a computer.
    - The projector for the presentation will be supplied.
- Format for Presentation.
  - The paper presentation is limited to 10 minutes, followed by up to ten minutes for discussion with the audience. The following is the recommended format; this format may be adapted to fit the topic. On slides 2-7, include a text box with citations including the author(s) and year of publication.
- Slide 1.
  - Title of paper.
  - Journal queried.
  - Student name and program track.
  - Name of director of comprehensive examination.
- Slide 2.
  - Introduction and significance.
    - Why this topic was chosen.
    - Why this topic is important.
- Slides 3-7.
  - Summary of key points.
    - What is known about this topic?
    - What remains unknown about this topic.
    - Conclusions/recommendations for future action.
- Slide 8.
  - Implications for advanced practice.
- Slide 9.

- Selected references
- Slide 10.
  - Acknowledgements.
- Conduct of Presenter.
  - The student may not leave the room during the presentations. This is discourteous to the other presenters.
  - The student's attire must be business professional.
- Guests.
  - Students are encouraged to invite family, friends, and colleagues. However, due to room size constraints, each student should limit the number of invitees to six.

## Course Evaluations

At the end of every semester, students are provided with the opportunity, entrusted with the responsibility, and strongly encouraged to evaluate each course and each faculty member. Students are informed of the evaluation procedure before the end of the semester.

## Deferred Matriculation

Accepted students who wish to defer matriculation to a subsequent term must receive approval from the Assistant Dean of Graduate Clinical Programs. Admitted students may request deferral for one year. If the student does not enroll after one year, they must re-apply to the program. If approval is granted, the student will enter the MSN program under the program requirements for the term of matriculation, rather than the initial terms of acceptance.

## Degree Conferral and Graduation

The conferral of the MSN degree occurs after an audit confirms the following:

1. the student has completed all MSN coursework with acceptable grades;
2. the student has met all MSN degree requirements within the required time limit;
3. the student has completed and passed the MSN Comprehensive Examination; and
4. all financial indebtedness and other obligations to the University (e.g., closure of IRB protocol) have been satisfied.

The MSN degree is conferred following each semester on a date specified by Loyola University Chicago and is noted on the student's official transcript. Prior to that date, a student cannot claim the MSN credential. Additionally, the MNSON does not endorse the use of (c) at any time during program matriculation [e.g., MSN (c)] to represent candidacy for the degree.

The process of MSN degree conferral is different than the application for graduation, and participation in, the Loyola University Chicago graduation ceremony. All students must apply for graduation in LOCUS, regardless of the semester in which they complete the MSN program, and regardless of their intent to participate in the ceremony.

Deadlines for graduation application are posted on the Loyola University Chicago website ([http://www.luc.edu/regrec/graduation\\_diplomas.shtml/](http://www.luc.edu/regrec/graduation_diplomas.shtml/)). If a student applies for graduation but does not complete the MSN degree requirements by the end of the intended graduation semester, that student must submit a new graduation application. The Loyola University Chicago graduation ceremony is held once each year, in May, at the Lakeshore Campus. Those students who

have earned a GPA of 3.85 or higher are provided with an Honor Cord to be worn at the graduation ceremony.

## Checklist for Program Completion and Graduation

- In the semester prior to the one in which the last course is being taken, meet with your Program Director to ensure that all course requirements have been met and that all "I" grades have been removed.
- All students must apply for graduation within LOCUS. The graduation application deadlines are:
  - Fall graduation: August 1
  - Spring graduation: December 1
  - Summer graduation: February 1
- Ensure that all outstanding fees/bills are paid and library books returned or official transcripts and diploma will not be issued.

## Formal Complaint Policy by Student

A formal complaint is defined by Loyola University Chicago's (the "University") Marcella Niehoff School of Nursing (the "MNSON") as any substantive complaint or concern, put forth in writing, by a student which requires a response from the administration of the MNSON.

Formal complaints may originate within the MNSON, or through a mechanism external to the MNSON, such as a University grievance process or the EthicsLine Reporting Hotline.

The MNSON adheres to all applicable University policies regarding the filing, review and resolution of formal complaints, as defined herein. The nature of the complaint dictates the review and resolution processes, as detailed further in this policy.

## General Guidelines

- Student Complaints Related to Academic Issues.
  - Formal student complaints related to academic disputes involving the appropriateness of course grades and accusations of academic dishonesty are addressed through the MNSON's Academic Grievance and Appeals Process. Students enrolled in degree programs housed in the Graduate School may also invoke the procedures under the MNSON Academic Grievance and Appeals Process to address disputes relating to dismissal from a program. Students enrolled in degree programs housed in the Graduate School whose disputes are related to course grades, accusations of academic dishonesty, or dismissal from a program, are not resolved after a hearing within the MNSON may continue the academic grievance process in accordance with the Graduate School's Academic Grievance Procedure (<https://catalog.luc.edu/academic-standards-regulations/graduate-professional/graduate-school/>).
  - Formal student complaints relating to decisions affecting undergraduate academic standing or progress are addressed through the University's General Academic Appeals (<https://catalog.luc.edu/academic-standards-regulations/undergraduate/>) process.
  - Formal student complaints relating to undergraduate changes of academic records or dismissal for poor scholarship are addressed through the University's Special Academic Appeals (<https://catalog.luc.edu/academic-standards-regulations/undergraduate/>) process.
- Student Complaints Related to Non-Academic Issues.
  - The University admits students without regard to their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, or in any aspects of its employment of faculty and staff. Students within the MNSON with questions about this policy or who believe they have been discriminated against because of their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law, may contact the EthicsLine Reporting Hotline at (855) 603-6988 or submit a report online (<https://www.luc.edu/ethicsline/>).
  - Questions regarding Title IX may also be referred to the University's Title IX Coordinator, Timothy Love, Executive Director for Equity & Compliance, via email ([tlove@luc.edu](mailto:tlove@luc.edu)) or at (773) 508-7766. For more information please visit the Office for Equity and Compliance, Title IX webpage (<https://www.luc.edu/equity/titleixequitylaws/titleix/>).
  - Questions regarding Title VI of the Civil Rights Act of 1964 ("Title VI") may also be referred to the Office for Equity and Compliance via email ([equity@luc.edu](mailto:equity@luc.edu)) or at 773.508.7766. For more information please visit the Office for Equity and Compliance, Title VI webpage (<https://www.luc.edu/equity/titleixequitylaws/titlevi/>).
  - Questions regarding Section 504 of the Rehabilitation Act of 1973 ("Section 504") may also be referred to Timothy Love, Executive Director for Equity & Compliance, via email ([tlove@luc.edu](mailto:tlove@luc.edu)) or at (773) 508-7766. For more information please visit the Office for Equity and Compliance, ADA and Section 504 webpage (<https://www.luc.edu/equity/titleixequitylaws/ada504/>).
  - Complaint Referral.
    - University administrators may refer certain formal complaints from MNSON students, including complaints made through the EthicsLine Reporting Hotline, to the MNSON Dean's office for appropriate action, including assistance in the investigation of a report. Where appropriate, the Dean will assign an administrator from the MNSON to assist in the investigation. Such assignments are made with consideration of the need for the investigation to proceed in an objective and non-biased manner.
  - Complaints Received through the EthicsLine Reporting Hotline.
    - The EthicsLine Reporting Hotline exists as a means for University faculty, staff, students, administrators or other concerned parties to report activities that involve misconduct or violation of University policies. Reports may be made online (<https://www.luc.edu/ethicsline/>) or by dialing 855-603-6988.
    - As explained at the EthicsLine webpage (<https://www.luc.edu/ethicsline/>):
      - The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission of expanding knowledge in the service of humanity through learning, justice and faith. To achieve this

goal, the University relies on each community member's ethical behavior, honesty, integrity and good judgment. Each community member should demonstrate respect for the rights of others.

- The University strongly encourages all faculty, staff, students, administrators or other concerned parties to use this Reporting Hotline to report suspected or wrongful acts of conduct by Loyola University Chicago community members. No University administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report.
- All reports to the EthicsLine Reporting Hotline are made available to specific individuals within the University on the University's EthicsLine Reporting Hotline Resource Team (the "Resource Team") who are charged with carefully reviewing and evaluating the report and assigning it to an appropriate case manager/ investigator on the Resource Team, based on the type of alleged violation and location of the incident. The EthicsLine Reporting Hotline System does not create a new category of prohibited behavior or a new process for members of the University community to be disciplined or sanctioned. The Resource Team has no authority to discipline any student or member of the faculty or staff. When reported conduct is subject to existing University disciplinary or judicial procedures, appropriate referrals will be made by the Resource Team.
- Reports submitted through the EthicsLine Reporting Hotline are handled as promptly and discreetly as possible, with facts made available only to those who need to investigate and resolve the matter. Individuals filing a report may follow-up online on the status of a report and to determine if further information is needed to proceed with an investigation.

### **Unprofessional Behavior and Conduct of Marcella Niehoff School of Nursing Students**

Exemplary behavior of students in Loyola University Chicago's (the "University") Marcella Niehoff School of Nursing (the "MNSON"), consistent with the standards of the nursing and health professions, is expected at all times. Students in the MNSON are expected to abide by the policies regarding professionalism in applicable student handbooks as well as the syllabi for each course, including professional behaviors with respect to attendance, punctuality, dress, demeanor, integrity and ethical conduct relative to the nursing and health professions. Professional conduct by the student facilitates learning opportunities and fosters good working relationships within the MNSON and between the MNSON and clinical agencies or institutions.

Complaints related to unprofessional behavior and conduct by students within the MNSON may originate from faculty, staff, other students, or from outside the University, such as a clinical site.

Issues of unprofessional behavior or conduct that occur during a clinical learning experience are addressed through the evaluation of student performance in the course, as detailed in the course syllabus. If a student believes the grading related to his/her professional behavior and conduct is the result of a significant violation of clearly established written school policies, is the result of improper procedures, or is capricious, the student may pursue a grievance in accordance with the MNSON Academic

Grievances and Appeals Procedure as written in the Undergraduate and Graduate Program Student Handbooks.

Complaints of unprofessional behavior or conduct within a classroom, simulation, or lab experience, or outside a clinical learning experience, are addressed through a formal complaint resolution process, as specified below.

1. The first attempt at resolution of the complaint should occur between the student and the other parties involved.
2. If the complaint of unprofessional behavior or conduct is not resolved among the parties involved, a formal complaint, in written form, is forwarded to the Program Director of the student's degree program.
3. The Program Director reviews the complaint, any supporting documentation submitted by any of the parties, and meets with the parties involved individually. If the Program Director is directly involved in the complaint, the complaint instead is forwarded to the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program.
4. If the complaint is not resolved at the level of the Program Director, the Program Director submits a recommendation for any action to be taken, along with any supporting documentation, to the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program with jurisdiction over the degree program in which the student is enrolled.
5. The Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program, upon review of the recommendation, complaint and supporting documentation, meets with the parties to the complaint.
6. The Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program may dismiss the complaint or, upon finding that the student has engaged in unprofessional behavior and conduct, institute progressive corrective action with the student. Progressive corrective action typically begins with a verbal warning (documented) to the student, which details the nature of the complaint, corrective actions to be taken, and notifies the student that failure to correct the unprofessional behavior or conduct may result in more severe corrective action. The nature of the behavior dictates the severity of the action. The behavior may warrant immediate action beyond a verbal warning.
7. If the unprofessional behavior or conduct continues, the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program may issue a written warning, which details the nature of the continuing concern related to unprofessional behavior or conduct, further corrective actions that are required, and notifies the student that failure to correct the unprofessional behavior or conduct may result in the student's withdrawal from a course or a recommendation for dismissal from the academic program. The decision to recommend a withdrawal or dismissal is based on the nature and severity of the unprofessional behavior.
8. If the unprofessional behavior or conduct continues, the Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program will either withdraw the student from a course or make a recommendation for dismissal from the academic program.
9. If the student is withdrawn from the course, the student will receive a W or WF for the course depending on the time the decision is made.
10. The Assistant Dean of Graduate Clinical Programs or the Assistant Dean of the BSN Program may submit to the Senior Associate Dean for Academic Affairs a recommendation for the student's dismissal from the academic program, after the verbal and written warning steps are completed, if the unprofessional behavior or

conduct continues. The Senior Associate Dean for Academic Affairs may authorize the student's dismissal from the program of study, in all cases except where expulsion from the University is also recommended (see #12 below).

11. A student who wishes to appeal a decision impacting his/her academic standing or progress at the University may make a written request for an appeal within 30 calendar days of the disputed decision being rendered, consistent with the University's policy on General Academic Appeals (<https://catalog.luc.edu/academic-standards-regulations/undergraduate/>). The appeal will be reviewed and considered by the MNSON Dean within 30 calendar days of the receipt of the written student request for an appeal. The appeal decision made by the Dean is final and is ineligible for further appeal.
12. In cases where a student's expulsion from the University for Unprofessional Behavior and conduct is considered, the Senior Associate Dean for Academic Affairs forwards all relevant.

## Harassment (Bias Reporting)

It is unacceptable and a violation of university policy to harass, discriminate against or abuse any person because of his or her race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail for this university to fulfill its educational and health care mission. For this reason, every incident of harassment, discrimination or abuse undermines the aspirations and attacks the ideals of our community. The university qualifies these incidents as incidents of bias.

In order to uphold our mission of being Chicago's Jesuit Catholic University - a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith, any incident(s) of bias must be reported and appropriately addressed. Therefore, the Bias Response (BR) Team was created to assist members of the Loyola University Chicago community in bringing incidents of bias to the attention of the university. If you believe you are subject to such bias, you should notify the Bias Response Team online (<https://www.luc.edu/hr/biasreporting.shtml/>).

## Funding and Financial Aid Information

### Office of Student Financial Assistance

The Office of Student Financial Assistance houses resources and references about financial aid for students, at the Lake Shore and Water Tower campuses.

Office of Student Financial Assistance (<http://www.luc.edu/finaid/graduate.shtml/>) | Email ([lufinaid@luc.edu](mailto:lufinaid@luc.edu)) | 773.508.7704

In order to determine eligibility for financial assistance students must complete the Free Application for Federal Student Aid (FAFSA). If a student receives federal loans they must be enrolled at least half-time. A graduate student must be enrolled in at least 4 graduate semester hours in the fall and spring semester and at least 2 semester hours in the summer semester to be considered half-time. Full-time enrollment is defined as 8 graduate semester hours in the fall and spring semester and 6 semester hours in the summer semester. However, when students enroll in clinical practicum courses, they are classified as full-time status.

## Tuition and Fees

Information on current tuition and fees is available each semester on the Loyola University Chicago Bursar Office website. It is the student's responsibility to be aware of the University's policy on tuition and fees.

For more information about the Office of the Bursar, visit their website (<https://www.luc.edu/bursar/>) or call 773.508.7705.

## Tuition Term Payment Plans

The University offers students tuition payment plan options. Information about tuition payment options is available through the Bursar's Office (<https://www.luc.edu/bursar/payment.shtml/>).

## General Information

### Loyola's Universal ID (UVID)

Students receive a student logon ID and password from the Graduate Enrollment Management office following admission to the Master's and certificate programs. This ID is necessary to register for courses in LOCUS, access student email, and log-in to Sakai. Students encountering problems with registration involving logon should contact the HelpDesk ([ITSServiceDesk@luc.edu](mailto:ITSServiceDesk@luc.edu)) at 773-508-7190.

### Change of Personal Information

It is the responsibility of the student to change her/his/their name, address, phone number, or any other pertinent information in the LOCUS (<https://locus.luc.edu>) system. Failure to comply with this requirement may result in returned mail or email, thereby causing the student to miss valuable announcements or information.

### Computer Lab

Computers and media-assisted learning available for student use are located in the Information Commons on the first floor of the School of Nursing building on the Health System Campus (708-216-9101).

### Information Technology Services

Assistance for students can be found online (<https://www.luc.edu/its/services/technologyroadmap/newstudents/>).

### Parking

Parking is limited on all campuses, and public transportation is encouraged. Parking and traffic regulations are enforced by the issuance of traffic citations that provide for a fine. A car in violation may be towed when circumstances warrant such action. For further parking information, contact:

- Health System Campus - 708-216-9092
- Lake Shore Campus - 773-508-7036
- Water Tower Campus - 312-915-6698

### Security

The Security Department strives to maintain a safe environment on the various campuses of the University, 24 hours a day, and seven days a week. Escort service is available on the Health Sciences and Lake Shore campuses. Students should report any suspicious or hazardous conditions on or near campus to the Security Department.

- Health System Campus: 708-216-9077
- Lake Shore Campus: 773-508-6039

## School Address and Contact

Marcella Niehoff School of Nursing

2160 South First Avenue, Maywood, IL 60153

Phone: 708-216-9101, Fax: 708-216-9555

## Grades and Academic Policies

### Academic Integrity

A basic mission of a university is to search for and to communicate the truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students at Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic honesty is an expression of an ethic of interpersonal justice, responsibility, and care, applicable to Loyola University Chicago faculty, students, and staff, that demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Academic dishonesty is the failure to apply this ethic, (i.e., any action whereby faculty, student, or staff misrepresents the ownership of academic work submitted in her or his own name).

Academic dishonesty can take several forms, including, but not limited to, cheating, plagiarism, copying another student's work, and submitting false documents.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the instructor.
- Providing information to another student during an examination.
- Obtaining information from another student or any other person during an examination.
- Using any material or equipment during an examination without consent of the instructor or in a manner not authorized by the instructor.
- Attempting to change answers after an examination has been submitted.
- Removing examinations from the classroom.
- Unauthorized collaboration, or the use, in whole or part, of another student's work, on homework, lab reports, programming assignments, and any other course work that is completed outside of the classroom.
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines.
- Using Artificial Intelligence (AI) assisted technology in the classroom or for assignments, quizzes, tests, papers, or any other deliverable, unless specifically authorized to do so by the course faculty.
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious form of violation of the standards of academic dishonesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and

express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources and includes the following:

- Submitting as one's own material copied from a published source, such as print, internet, CD-ROM, audio, video, etc.
- Submitting as one's own, another person's unpublished work or examination material.
- Allowing another or paying another to write or research a paper for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is an act of both personal and professional courtesy as well as intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. Generally speaking, student papers are submitted to TurnItIn®, a plagiarism detection software program accessed via the Sakai course management system.

In addition, a student may not submit the same paper or other work for credit in two or more classes without the expressed prior permission of all instructors. A student who submits the same work for credit in two or more classes without the expressed prior permission of all instructors will be judged guilty of academic dishonesty and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

In all cases of joint authorship, individuals working together should previously establish the criteria for co-authorship. Final determination of authorship should reflect effort and contribution and not rank or status.

Lectures and course materials, including PowerPoint presentations, tests, study guides, outlines, and similar materials, are protected by U.S. copyright law and by LUC policy (<https://www.luc.edu/copyright/use.shtml/>). Faculty are the owners of the copyright in those materials that they create. Students may take notes and make copies of course materials for their own use. They may also share those materials with another student who is registered and enrolled in the same course during the same semester.

Students may not reproduce, distribute, or display (for example, posting or uploading to a website, such as CourseHero) any lecture notes, study guides, exams/quizzes, assignments, papers, recordings or any other course materials in any other way without the faculty's express written consent. Students who do so are in violation of Academic Integrity standards.

### Academic Integrity Violations

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "0" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the Assistant Dean of Graduate Clinical Programs.

The Assistant Dean of Graduate Clinical Programs may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion,

depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the academic Dean of the student's college may convene a hearing board.

Students have the right to appeal the decision of the hearing board to the academic Dean of the college in which they are enrolled. The decision of the Dean is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost, upon recommendation of the Dean. Students have a right to appeal any finding of academic dishonesty against them. The Academic Grievance Procedure may be found in the Appendix.

The MNSON and the university maintain a record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver that releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

### Academic Grievance Procedure

Students, faculty, and administrators are strongly encouraged to discuss informally and resolve problems they encounter in the academic process. Irresolvable issues or violations of the institution's ethical standards may require the implementation of the grievance procedure. The Academic Grievance Procedure can be found in the Appendix. Steps in this process must be followed.

### Grades

The grading standard for each course is published in the course syllabus, provided to students at the beginning of the academic semester. Students are expected to maintain a cumulative grade point average of not less than (3.0 GPA). No grades of D or F are counted as fulfilling program requirements. These grades, however, will be calculated in the grade point average. If a student earns a grade of D or F in a required course, that course must be repeated. No student is permitted to graduate from the MSN program with lower than a 3.0 cumulative GPA. MSN students must successfully complete the Master's Comprehensive Examination for the degree to be conferred.

### Grading Scale

The standardized grading scale for the MSN program are as follows:

Grade	Grade Points
A	94-100
A-	92-93
B+	89-91
B	86-88
B-	84-85
C+	80-83
C	77-79
C-	75-76
D+	72-74
D	69-71
F	68 and below
I	Incomplete
W	Withdrawal
P	Credit/Pass
NP	No Credit/No Pass
AU	Audit

### B- Grades

Students must maintain an overall GPA of 3.0 to remain in good standing.

Each program track has identified the following courses as covering essential material for role and population courses, and students must receive a B- grade or higher in order to continue in the program. If a student receives lower than a B- grade in any of the following courses, the course must be repeated. Furthermore, if a student repeats the course and earns a grade lower than B-, the student will be dismissed from that program.

If a student withdraws from a course and subsequently earns a grade lower than a B- in that course (or vice versa), only one additional attempt may be made to successfully pass that course.

### Core Courses Requiring a B- or Better for all MSN Students

- Each clinical course

### Incomplete Grades

Students are expected to complete course assignments by the final date of the semester. However, extenuating circumstances may require that students request an extension in the form of a grade of Incomplete ("I"). Students are encouraged to avoid the use of "I" grades if at all possible. The student must submit a written request for an "I" to the course professor prior to the end of the semester in which the class is being taken; this form must be signed by both parties (see Form in Sakai site "Information for MSN and Certificate Students"). Unless the "I" has been negotiated prior to the end of the course, the professor will assign a grade based on the course work completed by the last day of class. The negotiation for the "I" grade must include the length of time in which the outstanding work will be done. The completion date, as negotiated, is considered a contract. If the student does not fulfill the contract, a grade of "F" will be recorded on their transcript. The maximum time to clear the "I" is one semester, excluding the summer semester. If the course for which the student is requesting a grade of "I" is a prerequisite for another course, the student may not register for the succeeding course until the "I" is replaced with an evaluative grade. If a student has two or more "I" grades, progression to the next semester must be negotiated with the Assistant Dean of Graduate Clinical Programs.

### Pass/Fail Grades

The MNSON does not issue Pass/Fail grades for any graduate lecture course.

### Probationary Status

Students who have been admitted to the program on strict academic probation receive specific instructions regarding coursework and required grades in the letter of admission.

All students must have a cumulative GPA of 3.0 or better in order to graduate. If a student's cumulative GPA drops below 3.0 at any time during the program of studies, the student is placed on academic probation. In that case, the student is expected to raise their GPA to the required level of 3.0 or higher in the next two consecutive terms in which they is registered for classes or upon completion of nine semester hours, whichever comes first. A student may be placed on academic probation only once. The student will be dismissed if the GPA drops below 3.0 a second time. Additionally, students on academic probation may not enroll in a clinical course.

## Health Insurance Coverage

Students are expected to maintain adequate health, accident, and hospitalization insurance coverage, either through an insurance agent of the student's choice or through Loyola University Chicago.

Information on the Loyola-sponsored student health insurance plan may be obtained from the Bursar's Office (<https://www.luc.edu/bursar/insurance.shtml>). Evidence of health insurance must be presented before entry into the clinical courses.

## Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The Privacy Rule of the HIPAA defines protected health information as:

"information, including demographic data, that relates to the individual's past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual" (Citation (<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/?language=en>))

All students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students are required to complete HIPAA training, as mandated by their educational program. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the student's school or college of Loyola University Chicago.

## Health Sciences Campus Ministry

The Office of University Ministry has a three-fold mission that focuses on the members of the Loyola University Chicago Health Sciences Campus. Inspired by Ignatian values and the practical spirituality of finding God in all things we work towards:

- **Shaping Community:** Through educational programs and events; prayer and worship; hospitality and outreach; social activities and attention to the needs of the individual we build a welcoming and inclusive community for students, staff and faculty.
- **Seeking Faith:** We journey with the people who teach, learn and work at the Health Sciences Division by providing spiritual formation and faith development while facilitating individual and communal prayer. True to our experience of the Gospel, we welcome and engage individuals regardless of their faith background or tradition to grow into becoming men and women for others.
- **Serving Broadly:** By embracing a worldview that is both local and global we facilitate and sponsor opportunities for members of the

Health Sciences Division to work with underserved communities in the greater Chicago area and beyond.

For more information about the HSD Ministry, visit their website (<https://hsd.luc.edu/ministry/>) or call 708-216-3245.

## Intellectual Capital

Each and every student is the owner of their own intellectual capital. However, the relationship between a student and their faculty member can have an enriching effect on the intellectual capital of both individuals. For those times that a faculty member and student collaborate on research, projects, articles for publications, videos, and other forms of communication of this intellectual capital, it is in the student's best interest to clearly negotiate with the faculty member or other student colleague (if that be the partnership) the nuances of such matters as who is principal director/investigator of a project or research study, who is first author on a publication, etc. In addition, students who produce exemplary work are often asked by faculty whether they would be willing to make their work available to other students as exemplars for their learning. Faculty obtain written documentation regarding a student's agreement to share their intellectual capital.

## Leave of Absence

It is expected that a student will maintain continual registration in the University from the time of initial matriculation up to completion of the program. If this is not possible, a leave of absence (LOA) must be requested. A LOA should be requested prior to the anticipated date of the leave. Failure to request a LOA will mean that those semesters in which the student does not take courses will be included in the time limit (five years) set for completion of the program.

Students request the LOA for all semesters where they would be enrolled in courses, according to their program plan, including summer semesters. However, summer semesters do not count in the limit of four terms of LOA time (see below).

Students may request a leave of absence that is not to exceed two academic years (four terms, not including summer semesters) consecutively or interspersed throughout the program. Accruing more than two years of LOA will result in automatic dismissal from the program. Students must complete a Request for a Leave of Absence form (see Form in Sakai site "Information for MSN and Certificate Students"); the form is provided to the Assistant Dean of Graduate Clinical Programs for approval.

## Library Services

The Loyola Health Sciences Library has a large array of resources for students to use during program of study. The library is located on the 1st floor of the Marcella Niehoff School of Nursing. Health Sciences Library librarians and staff are present to serve patrons in-person, by phone, by chat, email, and Zoom from 8:30 am to 5:00 pm, Monday through Friday.

A staff member is present at HSL's Service Desk between 10:00 am and 3:00 pm, Monday - Friday. Services of the Health Sciences Library are described on their website (<https://hsl.luc.edu/home/>).

Students in the MSN program have access to all university library services.

## Professional Behavior and Conduct

Students are expected to maintain professional behavior at all times while participating in the School of Nursing programs. Consistent with the mission and values of the MNSON respect for clients, faculty, staff, and student colleagues is expected. Graduate students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty at all times. Unethical or unprofessional behavior may result in disciplinary action to the student, ranging from verbal or written warning, to withdrawal from the theory course or clinical setting, or to dismissal from the program. See the general guidelines for this policy in the appendix under Unprofessional Behavior and Conduct of Marcella Niehoff School of Nursing Students.

## Professional Liability Insurance

Loyola University Chicago insures graduate students in their student role when the student is registered and enrolled in a supervised practicum course. However, a student may choose to purchase additional malpractice insurance if they wish to have independent coverage.

## Registration

Registration is completed through LOCUS (<https://locus.luc.edu>) (Loyola's Online Connection to University Services). LOCUS is a web-based, self-service system that enables students to access information and services online. Students consult LOCUS for class offerings by semester.

### Continuous Registration

All students are required to register during the regular academic year, and according to their program plan, until all degree requirements are met, unless they have received an approved leave of absence.

Students who have completed all course work and are preparing for comprehensive examinations are to register for GNUR 605 Master's Study.

## Representation on School of Nursing Committees

Each academic year, graduate student representatives are needed for various campus committees and/or organizations. Students may submit their names to their Program Director to be considered for committee appointments.

## Student Accessibility Center (SAC)

The Student Accessibility Center (SAC) supports students with disabilities by fostering equitable access to all aspects of student life at Loyola University Chicago. In alignment with Loyola's Jesuit mission and the value of Cura Personalis—care for the whole person—SAC partners with students, faculty, and campus offices to remove barriers and support academic, personal, and professional success. Loyola University Chicago provides reasonable academic and student life accommodations for students with disabilities. Students interested in receiving academic accommodations related to a disability or other health condition are invited to register with the Student Accessibility Center (SAC) online (<https://www.luc.edu/sac/applywithsac/>). Students may register with the SAC at any point in their academic career, however the SAC encourages students to register as early as possible to reduce delay in delivery of accommodations. This is especially important for students needing accommodations in clinical or laboratory settings, which may require additional coordination. Once registered, the student, SAC, and faculty

will engage in an interactive process to determine how accommodations will be applied in each course. SAC staff work one-on-one with students to review documentation, determine reasonable accommodations, and support self-advocacy. Accommodations are not retroactive and must be renewed each semester through SAC's formal process. Students are encouraged to meet with each professor individually to discuss how accommodations will be implemented in their course. All information is handled with confidentiality. Students with disabilities who are seeking accommodations relating to clinical experiences are strongly encouraged to complete registration with the university's Student Accessibility Center (SAC) well before the priority deadlines listed below for each semester to discuss possible accommodations. This helps ensure enough time to review requests and coordinate reasonable accommodations in collaboration with the Marcella Niehoff School of Nursing and, when necessary, clinical sites. Accommodations for clinical experiences requests received after a priority deadline may not be able to be implemented for the upcoming semester due to the time required for review and coordination with clinical partners. Fall: June 1st Spring: November 1st Summer: March 1st Audio Recording of Lectures In some classes, students with approved accommodations may use audio-recording software to ensure equal access. These recordings are for personal study use only. They may not be shared, distributed, or used against faculty, lecturers, or classmates. All recordings must be deleted at the end of the semester. Contact SAC • Website (<https://www.luc.edu/sac/>) & Registration (<https://www.luc.edu/sac/applywithsac/>) • Email (SAC@luc.edu) • Phone: 773-508-3700

## Support Services

MSN students have access to the services of the Loyola University Chicago Writing Center (<https://www.luc.edu/writing/>). Additional academic support services available to students in the MSN program can be obtained by contacting the Assistant Dean for Student Affairs, or the Assistant Dean for Graduate Clinical Programs.

## Time Limits for Completing Required Course Work

Students must complete all MSN degree requirements within five years of beginning the first course at Loyola University Chicago. A student may request an extension of time for completion of degree requirements due to special circumstances (e.g., medical, personal, professional, or research related reasons). A student requesting an extension completes an Extension of Time Limit for Completion of Degree Requirements form to the Assistant Dean of Graduate Clinical Programs (see Form in Sakai site "Information for MSN and Certificate Students"). If an extension is approved, an official letter is sent to the student from the Assistant Dean of Graduate Clinical Programs. Extensions are ordinarily limited in duration to one full academic year.

## Transcripts

Students obtain official academic transcripts from the Office of Registration and Records (<https://www.luc.edu/regrec/>). Students may request official transcripts through LOCUS (<https://locus.luc.edu>) and obtain unofficial transcripts through LOCUS on Loyola's website.

## Transfer Courses to the MSN Program

Students may apply for acceptance of transfer course credit during the first semester of the MSN program. The School of Nursing's decision regarding approval of hours for transfer credit is based on the grade earned in the course; the time interval since the completion of the course;

and the applicability of the course to the student's current program of study at Loyola University Chicago.

Only those courses for which the student received a grade of B- or better will be considered for transfer credit, and clinical courses cannot be considered for transfer credit. Standards of recency apply: courses completed within the past 5 years can be considered for transfer credit. In cases where the time interval between prior course work and matriculation in the School of Nursing is longer than 5 years, consideration of transfer credit requires confirmation that the content of the course meets the current standards of the field. A syllabus including the course description and course outcomes must be submitted for any course to be considered for transfer credit. For probation and graduation purposes, transfer credit is not computed in the cumulative Grade Point Average. Acceptance of transfer course credit includes the completion of the School of Nursing 'Transfer Credit Form' that becomes part of the student's permanent academic record.

Students may request to have nine credits from an outside accredited university to be applied to the MSN degree prior to matriculation. Additional transfer credits may be granted with the approval of the student's Program Director and the Assistant Dean of Graduate Clinical Programs.

Once the student has started course work in the program, courses leading to the MSN must be taken at Loyola University Chicago unless special approval is granted by the Assistant Dean of Graduate Clinical Programs.

## Wellness Services

All Loyola University students have access to the Wellness Center services. The array of services provided through the Wellness Center are detailed on the website (<https://www.luc.edu/wellness/>). MSN students may access Wellness Center services at any location (Lake Shore Campus, Water Tower Campus, or Health Sciences Campus) or through electronic means.

## Withdrawal from Courses

Once the term has begun and a student wishes to withdraw from a course, they inform the course faculty, Program Director, and the Assistant Dean, Graduate Clinical programs. Students withdrawing from class will be assessed tuition based on the "Complete Withdrawal and Schedule Change Calendar" as noted on the University calendar. If a student withdraws from a course before the first published withdrawal deadline, their transcript will show no record of the course. If the student withdraws after the first withdrawal deadline, but before the final withdrawal deadline, her/his/their transcript will show a W for the course. If the student withdraws after the University's final withdrawal, a grade will be issued for the course, based on the work completed in the course. No course requirements are waived for students who do not withdraw from a course by the final withdrawal deadline. Students are responsible for consulting the University academic calendar to determine withdrawal deadline dates. A student may withdraw from the same course only once. The second withdrawal will result in dismissal from the program. If a student withdraws from a course and subsequently earns a grade lower than a B- in that course (or vice versa), only one additional attempt may be made to successfully pass that course.